

2005/04/21 : CIA-RDP66B00403R000100370156-7

# TYPISTS STENOGRAPHERS

## EMPLOYMENT OPPORTUNITIES

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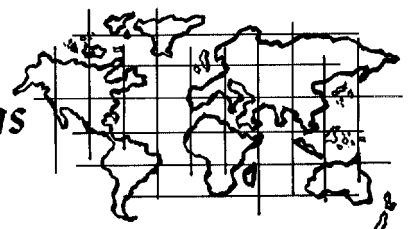


# CIA



Washington  
D.C.

Overseas



For additional information, write to:

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THE CENTRAL INTELLIGENCE AGENCY of the United States Government is a separate agency of the Federal Service, established by Congress under the National Security Act of 1947. It is responsible to the National Security Council of which the President is the Chairman.

To reach its decisions on matters of national policy, the Executive Branch of the United States Government must be well-informed on foreign activities. The Central Intelligence Agency plays a key role in carrying out this responsibility. As a member of the "Intelligence Community"—a group of federal units concerned with national security—the Agency advises the National Security Council on matters concerning foreign activities in political, economic, scientific and military fields; correlates and evaluates information and performs such other functions as the National Security Council may direct.

For young people who choose to enter the clerical and secretarial field, no better opportunities can be found than in permanent positions with the Central Intelligence Agency. Attractive salaries, interesting and unusual work, opportunities for foreign travel, and opportunities to develop in various professional fields are some of the many advantages of this type of government work.

#### EMPLOYMENT CONDITIONS

**Starting salaries:** The starting salary range for these positions is presently GS-3 to GS-5 on the federal pay scale, or \$3,820 to \$4,565 per year, \$73.46 to \$87 per week. In January, 1964, this salary range will be raised by law to \$3,880 (GS-3) to \$4,690 (GS-5) per year or \$74.61 to \$90.19 per week.

Your starting salary will depend upon such factors as education, experience and ability. Step increases, ranging from \$105 per year at the GS-3 level to \$160 per year at the GS-5 level, are awarded at regular intervals (annually in the first three steps of the grade) to employees whose work performance is judged to be at an acceptable level of competence. In addition, quality step increases may be granted in recognition of exceptional work performance.

**Advancement:** Higher graded jobs are filled from within the Agency whenever possible. You will be required to serve a trial period of one year. A career development program is available to you, if you demonstrate career potential. Additional training will be offered you in accordance with Agency policy so you may take advantage of promotion opportunities.

#### EMPLOYMENT BENEFITS

##### Annual (Vacation) Leave

In addition to paid days off on eight national holidays each year you will earn 2½ weeks (13 workdays) of annual leave each year.

##### Sick Leave

You will earn sick leave at the rate of 2½ weeks (13 workdays) per year. This leave may be used when you are too ill to work or must go for medical, dental, or optical examinations or treatment. Unused sick leave may be accumulated from year to year and helps to provide a degree of security in the event of prolonged illness.

##### Insurance

As a federal employee you may participate in health and life insurance programs. The Government contributes to the premium payments under these programs and the cost to the individual is nominal.

##### Employee Counseling

Your supervisor and representatives of the personnel office will assist you in solving personal and job adjustment problems, as well as help you adjust to community conditions.

#### COMMUNITY ATTRACTIONS

##### The City of Washington

Washington is not only the nation's capital but the hub of activities of the free world. It is here in the most beautiful of all national capitals that history-making events occur almost on a daily basis. Every year millions of tourists are enthralled by the stateliness of the Government buildings, the wide uncluttered streets, and the numerous parks and playgrounds.

Metropolitan Washington, including the District of Columbia and nearby areas of Maryland and Virginia, comprises a population of over a million people. Washington has one of the highest incomes per capita of any city in the world. The social, cultural, and economic level of its people is equal to or exceeds that of any other city of like size.

The Agency is located in a new air conditioned building in nearby Virginia. The building lies within easy commuting distance from Washington by auto or public transportation.

##### Housing

Plentiful housing of all types is available within easy commuting distance. Rentals of permanent housing in the area compare favorably with other major cities. Apartments are plentiful both in Washington and suburban areas. Single rooms average approximately \$55.00 per month. Many girls share apartments, reducing the cost of housing. We will help with your arrangements.

##### Meals

Luncheon costs about 65 or 75 cents in Agency cafeterias. For those who eat all meals out the cost is about \$2.50 a day in Government cafeterias—more in regular restaurants. Food costs can be reduced by sharing an apartment with other girls and preparing your own meals.

##### Transportation

The Washington area is well covered by a network of bus lines. Transportation costs vary, depending on where you live, but should average \$3.00 to \$4.50 per week. We will assist you in arranging a car pool, if you wish.

##### Education

Evening and part-time courses in a wide variety of subjects are offered by five major universities and numerous specialized schools in the Washington area. The Agency, in cooperation with George Washington and American Universities, offers "off campus" courses in Agency classrooms for college and graduate credit at a reduced fee. Interested personnel may also participate in foreign language training free of cost.

##### Recreation

You will have ample opportunity to develop outside interests. Entertainment ranges from hiking, sight-seeing, swimming, and other athletic activities to dances, theatres, symphonies, and art exhibits. There are public golf courses and tennis courts. Bowling, bicycling, and horseback riding are favorite sports. Many types of entertainment are free; most others are relatively inexpensive. State societies hold dances, parties, and picnics which offer an opportunity to meet other people from one's home state. Our employee clubs offer various activities and opportunities for companionship.

#### OVERSEAS OPPORTUNITIES

One of the most attractive features of employment with the Central Intelligence Agency is the opportunity it offers for working, living, and traveling in many foreign countries. These assignments are available periodically to clerical personnel, age 21 and older, who elect to serve an overseas tour. All normal Government overseas allowances, including transportation and housing costs, are paid by the Agency. These tours normally are for two years.